

External Speaker & Event Risk Assessment

Student Group:	Public Speaking Society	Name of Event:	Dan Pena	Date/Time of Event	Wed 19 Jan 2022 16:00 to Wed 19 Jan 17:00
Venue	The Great Hall, EX4 4PY	Prospective Number of Attendees:	300-500	Date Submitted:	
Submitted by Name		Committee Position		Contact Email/ Number:	
Staff Sign Off					
Name		Position	STUDENT ACTIVITIES MANAGER	Date Signed Off:	15.11.2021

Event Information				How will the event be run? (please include how the platform will be used, ticketing, host controls etc)
Expected number of spectators:	300-500	Who can attend the event?	Students Only	The Great Hall will be used as the venue. The speaker would like to support our traditional ticket purchasing on FIXR with their own registration system for their attendance data. We will have the venue fully set up with required seating, stools for the speaker, audio etc. There will be people to support the influx of attendees at the venue.
Topic(s) under discussion:	Mr Pena will be discussing communication within business and the importance of developing a corporate identity and a passion for what you do. He aims to inspire us on public speaking and where it can take us.	Is the Event ticketed?	Yes	
		Event Format	Talk/Lecture	

Risk		Notes
Risk of speaker(s) or event attracting media interest		Mr Pena is a globally renowned motivational coach. He has done talks at the university of Oxford and all over the US. He has a high profile on social media and is involved in many podcasts etc.
Risk of speaker(s) or event attracting protest		
Risk of speaker(s) causing fear or provocation of violence, personal harassment, alarm or distress		
Event Balance		
<p>Describe how the event is balanced with regard to:</p> <ul style="list-style-type: none"> Balance of views and ideology Balance of knowledge and experience <p><i>Note that the assessment for a debate should review the balance across the proposition and opposition speakers as a whole. E.g. each side of the panel having one media trained, experienced speaker and one knowledgeable student or each side having two media trained, experienced speakers</i></p>	<p>The Topics he will discuss is meant to be inspiring and he will tailor the content to a university audience. We will provide full transparency on the topics of the event to the attendees.</p>	

Speaker Information

Full name of speaker #1:	Dan Pena.		
Associated website(s):	The Official Website of Dan Peña - The Trillion Dollar Man (danpena.co.uk) Dan Peña - Wikipedia	Associated social media	Dan Peña (@danspena) / Twitter Dan Peña - YouTube Dan Peña - Trillion Dollar Man (@danspena) • Instagram photos and videos (99+) Dan Peña LinkedIn
Associated books or publications:			
Any other information			
Has this speaker expressed any views that may require additional assessment regarding EDI, hate speech and/or reputational issues? If YES, please ensure that the event information clearly outlines event mitigations that take this into account			

Hate Speech Laws

Hate speech laws in the [United Kingdom](#) are found in several statutes. Expressions of hatred toward someone on account of that person's colour, race, nationality (including citizenship), ethnic or national origin, religion, or sexual orientation is forbidden. Any communication which is threatening or abusive, and is intended to harass, alarm, or distress someone is forbidden. The penalties for hate speech include fines, imprisonment, or both.

In England, Wales, and Scotland, the [Public Order Act 1986](#) prohibits, by its Part 3, expressions of racial hatred, which is defined as hatred against a group of persons by reason of the group's colour, race, nationality (including citizenship) or ethnic or national origin. Section 18 of the Act says:

A person who uses threatening, abusive or insulting words or behaviour, or displays any written material which is threatening, abusive or insulting, is guilty of an offence if—

- (a) they intends thereby to stir up racial hatred, or
- (b) having regard to all the circumstances racial hatred is likely to be stirred up thereby.

Offences under Part 3 carry a maximum sentence of seven years imprisonment or a fine or both.

The [Criminal Justice and Public Order Act 1994](#) inserted Section 4A into the Public Order Act 1986. That part prohibits anyone from causing alarm or distress. Section 4A states:

- (1) A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, he— (a) uses threatening, abusive or insulting words or behaviour, or disorderly behaviour, or (b) displays any writing, sign or other visible representation which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

A person guilty of an offence under this section is liable on summary conviction to imprisonment for a term not exceeding six months or to a fine not exceeding level 5 on the [standard scale](#) or to both.

The [Racial and Religious Hatred Act 2006](#) amended the Public Order Act 1986 by adding Part 3A. That Part says, "A person who uses threatening words or behaviour, or displays any written material which is threatening, is guilty of an offence if he intends thereby to stir up religious hatred." The Part protects freedom of expression by stating in Section 29J:

Nothing in this Part shall be read or given effect in a way which prohibits or restricts discussion, criticism or expressions of antipathy, dislike, ridicule, insult or abuse of particular religions or the beliefs or practices of their adherents, or of any other belief system or the beliefs or practices of its adherents, or proselytising or urging adherents of a different religion or belief system to cease practising their religion or belief system.

The [Criminal Justice and Immigration Act 2008](#) amended Part 3A of the Public Order Act 1986. The amended Part 3A adds, for England and Wales, the offence of inciting hatred on the ground of sexual orientation. All the offences in Part 3 attach to the following acts: the use of words or behaviour or display of written material, publishing or distributing written material, the public performance of a play, distributing, showing or playing a recording, broadcasting or including a programme in a programme service, and possession of inflammatory material. In the circumstances of hatred based on religious belief or on sexual orientation, the relevant act (namely, words, behaviour, written material, or recordings, or programme) must be threatening and not just abusive or insulting.

The Football Offences Act 1991 (amended by the Football (Offences and Disorder) Act 1999) forbids indecent or racist chanting at designated football matches.

Physical Events

What is the Hazard?	Who is at Risk?	Control Measures	Actioned by?
Fire Severe injury or fatality	All Attendees	<ul style="list-style-type: none">• Fire alarm system in place (i.e., emergency exits, fire alarm system, fire hoses & extinguishers, audio alarm).• Event organization does not affect the fire alarm/detection system. Access to all emergency exits will be kept clear. No fire call/extinguisher point will be blocked.• No additional decoration will be used in the event.• Numbers limited to available fixed seating.• All organizers' volunteers have been briefed about fire precautions.• No decorations using naked flames (including candles) to be used.• Cooking will not be undertaken in the venue.	■
Violent or Aggressive Behavior Serious and/or minor injury, event disruption, impinging of individual rights.	All Attendees	<ul style="list-style-type: none">• Expected behaviour by attendees and speakers will be outlined in the event description at the beginning of the event.• The freedom of expression notice will be displayed on event advertising and at the event itself.• Anyone seen to be behaving violently or aggressively will be removed from the event. Estate patrol can be called if necessary, to assist with this.	■
Protest	All Attendees	<ul style="list-style-type: none">• Expected behaviour by attendees and speakers will be outlined in the event description at the beginning of the event.	■

Serious and/or minor injury, event disruption, other disruption,		<ul style="list-style-type: none"> If required, security will be in presence to ensure the event can run safely and smoothly and remove anyone who is disrupting the event by causing harm, distress, or injury. 	
Legal compliance Event disruption, impinging of individual rights.	All Attendees	<ul style="list-style-type: none"> Speakers (s) will comply with the law regarding hate speech. Pre-event briefing for the event organizers and Chairperson. The Chair will introduce the event and clarify the intention that all discussion is inclusive and should not impinge others' rights. An experienced Chair will be selected for the event. Support will be offered to attendees should they be affected by the discussion or topic area. 	■
Sharing of inappropriate materials	All Attendees	<ul style="list-style-type: none"> Speakers and attendees briefed before the event that no materials can be handed out at the event without prior approval by the Students' Guild. Any material handed out without approval will be removed immediately and handed to the Students' Guild at the earliest convenience. Event hosts will make it clear to attendees and speakers that the material has not been approved, and direct them to support they can access if the material has upset or offended them. 	■
Slips, Trips & Falls Serious or Minor injury	All Attendees	<ul style="list-style-type: none"> Flooring in good condition. Any leads & cables to be secured by taping down. Building staff monitor entry surfaces during inclement weather. 	■
Personal injury/illness Fatal, Serious, or minor injury	All Attendees	<ul style="list-style-type: none"> Estate patrol can provide cover for first aid on campus. Emergency services to be called in serious incidents. 	■
Electrocution Fire, Serious or minor injury	All Attendees	<ul style="list-style-type: none"> All electrical Equipment will be checked immediately before use. 	■
Manual Handling Serious or minor injury	All Attendees	<ul style="list-style-type: none"> If required major movement of furniture etc. to set up venue undertaken by porters. If required organizers will undertake occasional, minor lifting; move tables chairs etc. Tables, chairs are lightweight. The buildings are adequately lit. Post event reset undertaken by organizers. 	
Reputational impact Change in the reputation (negatively) of organizations associated with the event.	University of Exeter, Students' Guild	<ul style="list-style-type: none"> Communications prepared for public distribution confirming the legality of the event/discussion, in line with freedom of speech law/expression. 	■
Cleaning	All Attendees	<ul style="list-style-type: none"> Cleaning, disinfecting, and sanitizing of touch points (door handles, etc. before and after use). Hand sanitisation points in place within each building In room cleaning products in place Cleaning by FM at the beginning of the day All attendees to self-clean their space before arrival Posters in place reminding of the importance of hand washing Event organisers to remind attendees as they enter to sanitise and clean their space 	■
Face coverings	All Attendees	<ul style="list-style-type: none"> Face coverings will be worn at the event if being held indoors. Notices and digital screens in place highlighting the important of face coverings All staff and students provided with 3x face coverings 	■
Social Distancing Measures	All Attendees	<ul style="list-style-type: none"> Attendees to always maintain social distancing (minimum 2 metres separation) Furniture removed in spaces to ensure safe distancing can be achieved All spaces have an agreed layout to achieve best Covid security 	■

		<ul style="list-style-type: none"> • Event hosts to remind attendees on arrival to maintain social distancing and to sit in designated areas 	
Ventilation	All Attendees	<ul style="list-style-type: none"> • All spaces been made Covid- Secure and signed off by the University • Detailed ventilation assessment in place • Only approved spaces to be used • Event hosts will follow guidance within room regarding ventilation, including opening of windows to ensure the room is fully ventilated 	<div></div>

Freedom of Information request